



KEEP GEORGIA BEAUTIFUL FOUNDATION 2017 EXECUTIVE DIRECTOR AWARD

Keep Georgia Beautiful Awards Program

The 'Barbara Mason' & 'Lynn Cobb' Awards recognize Executive Directors that show exemplary service to the Keep America Beautiful System and the Georgia Community in which they serve.

The Barbara Mason award was established in 1999 in honor of Barbara Mason for her service as a mentor to Georgia's Keep America Beautiful Executive Directors. The Lynn Cobb award was established in 2013 for her service as longtime manager of the Keep Georgia Beautiful program. Both awards recognize outstanding leadership, commitment, determination, and dedication to the Keep America Beautiful mission, ideals and process. Each award is presented annually to a local Executive Director.

An Executive Director may be nominated by program volunteers, board members, local officials or business associates. Nominations may also be made by Keep America Beautiful peers.

The presentation of the award will take place at the Keep Georgia Beautiful Annual Awards Luncheon on November 30th at the Marriott Century Center Hotel in Atlanta.

ELIGIBILITY

The following requirements are necessary for an Executive Director to be eligible for the award:

- Have a minimum of three years of service as an Executive Director for a Keep Georgia Beautiful affiliate system; and
- Represent a Keep America Beautiful program in good standing.
- The Barbara Mason Award recognizes an Executive Director that has over 10 years of service.
- The Lynn Cobb Awards recognizes an Executive Director that has less than 10 years of service.

(Recipients may be recognized only once in their lifetime.)

GUIDELINES: EXECUTIVE SUMMARY CONTENT

New for 2017 Please answer the following questions regarding your nominee. See the Application Format section on page 2 for details on formatting and submission.

1. Background

Provide a brief history of the nominee, including how they first became involved with their affiliate. Include the nominee's background, qualifications, number of years involved with the affiliate, and other accomplishments. (25 Points)

2. Achievements

Describe the nominee's major achievements during their time with the affiliate, and how they work with their community to obtain results. Include a description of the activities that took place to achieve those results. (35 Points)

3. Leadership

Describe the nominee's leadership qualities. Include how civic groups, the business community, and others were involved in their vision. Describe efforts to change behaviors related to KAB's Impact Areas: End Littering, Improve Recycling, and Beautify Communities. (35 Points)

4. Summation

Provide 2-3 sentences summarizing the nominee's leadership efforts and achievements, and how they've made their community a cleaner, greener, and more beautiful place to live. (5 Points)

Supplemental Material(s) Required

Include 1-3 pieces of material to support the responses written in the executive summary. Materials may include: **Photos** (illustrating engagement/impact) and **Press Clips**

Submission Deadline: Tuesday, October 10, 2017

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.

CHARACTERISTICS TO CONSIDER WHEN WRITING THE EXECUTIVE SUMMARY

The nominee:

- Has in depth knowledge of and experience in dealing with the community;
- Demonstrates organizational management ability and initiative;
- Shows willingness to take direction from Keep America Beautiful Affiliate volunteers;
- Exhibits willingness and ability to delegate;
- Is poised, persuasive, articulate, and has public speaking skills;
- Proves to be a self-starter, can handle details, and is able to manage volunteers effectively;
- Demonstrates familiarity with the media, volunteer network, corporate structure and political process.

HOW TO NOMINATE - ONLY THOSE ENTRIES IN COMPLIANCE WITH THESE GUIDELINES WILL BE JUDGED:

1. [Complete Award Information Sheet online](#)
2. Using the guidelines, compose an executive summary outlining your nominee's accomplishments.
3. Convert your document, along with the supplemental materials, into a PDF. For an example on how to convert a document into PDF format please click [here](#).
4. Submit your application as a PDF to kgbfawards@gmail.com by 11:59PM EST on **October 10, 2017**.

You will receive a confirmation email when your application is received.

GUIDELINES: APPLICATION FORMAT (EXECUTIVE SUMMARY) ***NEW FOR 2017***

1. Microsoft Word Document, converted to a PDF
2. Summaries must be typed and the answers should highlight each summary section heading included on the first page before answering questions in that section, e.g., *1. Background*.
3. Include the nominated affiliate leader's name in the main header of each page.
4. Do not exceed 4 pages and be sure to number each page; use 1-inch margins on all sides.
5. Use a minimum of 11-point font and double-space your summary.
6. Please do not use clip art or colored ink in your executive summary.
7. Save PDF file as "Name of Nominee-Award Category". Ex: Jane Doe-Barbara Mason.pdf or Jim Smith-Lynn Cobb.pdf
8. Submit your application as a PDF to kgbfawards@gmail.com by 11:59PM EST on **October 10, 2017**.

JUDGING

Judging will be coordinated by the Keep Georgia Beautiful Foundation. **All winners will be notified on Tuesday, October 31, 2017.**